

LAKEHAVEN UTILITY DISTRICT
King County, Washington

SPECIAL BUSINESS MEETING
June 30, 2008

A special meeting of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, was held on June 30, 2008 at Lakehaven Center, 31531 First Avenue South, Federal Way, Washington 98003.

President Nowicki called the meeting to order at 1:00 p.m. and led the flag salute. Members/officials present were as follows:

Ronald Nowicki	President of the Board
Charles Gibson	Vice President of the Board
Edward Stewart	Secretary of the Board
Beverly Tweddle	Commissioner
Donald Miller	Commissioner
Don Perry	General Manager
Steve Pritchett	General Counsel
Morgan Dennis	Director of Finance/Information System

APPROVAL OF AGENDA

Upon motion of Commissioner Miller, which was duly seconded by Commissioner Gibson, the Board unanimously **approved** the agenda as presented.

COMMISSIONER COMMENTS

Commissioner Nowicki will be out of town July 15th through the 27th. Commissioner Gibson will be out of town July 15th through the 23rd.

INFORMATION ITEMS

#1, Staffing/Personnel/Organization/Needs and Space Configuration: The Annual Safety Luncheon is scheduled for August 14th. Discussion was held on funding for the safety luncheon and having all District employees attend the event. The Board will discuss the safety luncheon further at the July 10th Board meeting.

Commissioner Nowicki would like to have Human Resources develop a program for employee recognition and incentives. He asked that this matter be put on the agenda for the next regular Board meeting.

Mr. Pritchett will provide an update to the Board at the July 10th Board meeting on Union negotiations.

Board and staff reviewed the Engineering and Water Operations 10-Year Staffing Projection Chart, Wastewater Operations 10-Year Staffing Projection Chart and Lakehaven Utility District Organizational Chart – Field Operations January 2008 that were presented at the Special Board meeting on May 6, 2008. Mr. Perry commented that there was nothing in his presentation for administration staffing needs at this time. Mr. Perry also commented that office space and storage space needed to be addressed as well. Mr. Perry gave an overview on what staff has looked into thus far for additional full-time employees and where to put them with the limited office space. Discussion was held on having an architect look at the District's needs (on-call architect contract) and lay out options to increase workspace.

While reviewing the Engineering and Water Operations 10-Year Staffing Projection, discussion was held on new positions and what their specific duties would be. While reviewing Wastewater Operations 10-Year Staffing Projection chart, discussion was held on employees reaching retirement age and training needs. Discussion was also held on loss of productivity during this transitional period of time over the next 9 years.

Discussion was held on the need for a much more involved Human Resources program. The Board commented that they would like to see a Human Resources program put into place for the hiring process. A Future Staffing Needs chart was handed out to the Board and staff for review.

In reviewing the Organizational Chart – Field Operations January 2008 hand out, Mr. Yoder reported that the problem in operations has been the turn over and loss of senior employees. He reviewed the different costs associated with new hires and training.

Board and staff reviewed the hand-written charts Commissioner Nowicki provided at the special meeting on May 6, 2008. Much discussion was held on the hiring needs and what affect this may have on the District's water and sewer rates. Discussion was also held on a hiring process for bringing in all these new employees. Mr. Yoder commented that he would like to make the Board aware of areas in operations that they are having difficulty maintaining because of lack of employees to perform these tasks. Discussion was held on preventative measures that need to be taken.

Commissioner Nowicki would like the following matters addressed at the next regular Board meeting: safety luncheons, personnel rewards program, pay increases for General Manager and General Counsel, adoption of 5-10 year staffing requirements, impact on Rates analysis, and an information item on impact all new hires would have in the Administration Department.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 3:10 p.m.

 _____ President Nowicki	 _____ Yea	_____ Nay	_____ Abstain
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ATTEST:

 _____ Vice President Gibson	 _____ Yea	_____ Nay	_____ Abstain
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 _____ Secretary Stewart	 _____ Yea	_____ Nay	_____ Abstain
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 _____ Commissioner Tweddle	 _____ Yea	_____ Nay	_____ Abstain
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 _____ Commissioner Miller	 _____ Yea	_____ Nay	_____ Abstain
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